

**Board of County Commissioners  
Leon County, Florida**

**Policy No. 05-\_\_\_\_\_**

Title: Flooded Property Acquisition Program

Date Adopted: May 10, 2005

Effective Date: May 10, 2005

Reference: Board Policy No. 03-01, Approval Authority for the Acquisition, Disposition, and Leasing of Real Property

Policy Superseded: Superseding Policy No. 03-10, "Flooded Property Acquisition Program," adopted June 10, 2003, amended February 24, 2004; superseding Policy No. 02-11, "Flooded Property Acquisition Program", adopted January 28, 2002, revised February 25, 2003

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Policy 03-10, Flooded Property Acquisition Program, is hereby superseded in its entirety to read as follows:

It shall be policy of the Board of County Commissioners of Leon County, Florida (hereinafter the "Board") that Policy 03-10, Flooded Property Acquisition Program, which was adopted by the Board on June 10, 2003 and amended on February 24, 2004, is hereby superseded, to wit:

**POLICY**

**Article 1: Authority, Intent, Purpose, and Scope**

- A. The authority set forth herein is delegated to the County Administrator, or designee.
- B. The intent of this Policy, in accordance with the Board's findings and declarations set forth in Resolution 05-\_\_\_\_, Relief For Owners of Flooded Properties (hereinafter the "Resolution"), a copy of which is attached hereto as Appendix "A" and incorporated herein by this reference, is to provide assistance and relief for the owners of flooded properties as hereinafter defined. This Policy is not intended to alter the Board's position regarding the County's sovereign immunity against any claims in tort for negligence and trespass, nor is it intended to alter the Board's position that the County has no liability for its valid issuance of development permits in accordance with the laws, ordinances, and regulations of the state of Florida and Leon County, which permits may have presently, or in the past, resulted in flooding due to an increase in stormwater runoff.
- C. The purpose of this Policy is to establish a uniform and clear policy and procedure to insure proper accountability and legal consistency in the acquisition and management of flooded

properties, as hereinafter defined. Furthermore, these policies and procedures shall be followed, along with all applicable laws and professional ethics, in order to insure fair and equitable treatment to the County, the general public, and all affected property owners.

- D. This Policy shall govern any and all acquisitions, not under the threat of condemnation, of flooded properties selected for acquisition by the County in accordance with any of the Board's current or future policies, programs, or ordinances intended to provide relief to owners of flooded properties. (hereinafter collectively referred to as "Flooded Properties"). This Policy shall provide the exclusive policy and procedure for acquiring Flooded Properties, and shall supersede any and all provisions of other Board policies to the extent that such other provisions may be inconsistent with this Policy including, but not limited to, Policy No. 03-01, Approval Authority for the Acquisition, Disposition, and Leasing of Real Property.

## **Article 2: Definitions**

- A. Acquisition Agent: the Public Works staff person assigned to acquire and manage the Flooded Properties in accordance this Policy and the Written Procedures.
- B. Adjusted Appraisal Amount: the appraiser's opinion of value of a Flooded Property reduced by any Duplication of Benefits.
- A. Affidavit: the Affidavit of Owner(s) For Duplication of Benefits
- B. Affidavit of Owner(s) For Duplication of Benefits: the sworn acknowledgement of a Flooded Property owner or owners attesting to the receipt of any disaster-related repair assistance funds as the result of a flooding event on the owner's or owners' Flooded Property.
- C. Appraisal Assumption: the assumption to be included in the scope of appraisal of a Flooded Property, as follows: the Flooded Property shall be appraised under the assumption that the property is not located in a flood hazard area and has experienced no known flood events.
- D. Board: the Leon County Board of County Commissioners.
- E. Comparable Replacement Property: a property determined to be a comparable replacement for the subject Flooded Property and which is available for sale on the date of the appraisal.
- F. Comparable Replacement Property Premium: the additional dollar amount in excess of the Adjusted Appraisal Amount which would be necessary to pay to the Owner at closing in order to provide the Owner with sufficient funds to purchase a Comparable Replacement Property.
- G. County: Leon County, Florida.

- H. Duplication of Benefits: the total amount of any disaster-related repair assistance paid to the Owner reduced by any amounts documented by receipts showing that the repair assistance funds were used for their intended purposes. The types of disaster-related repair assistance which would be considered in determining whether there is a duplication of benefits include, but are not limited to, private flood insurance proceeds, federally assisted grants and loans, and any state assisted grants and loans.
- I. Duplication of Benefits Fact Sheet: an informational document provided to an Owner explaining the concept of Duplication of Benefits and how it may affect the Owner in the acquisition process.
- J. Flooded Property(ies): any and all flooded property(ies) selected for acquisition by the County in accordance with any of the Board's current or future policies, programs, or ordinances intended to provide relief to owners of flooded properties.
- K. Owner(s): the fee simple owner or owners of the Flooded Property being acquired in accordance with this Policy.
- L. Policy: the Flooded Property Acquisition Program as adopted by the Board on May 10, 2005.
- M. Program Administrator: the individual assigned by the Public Works Director with direct oversight of the Acquisition Agent(s).
- N. Public Works: the Leon County Department of Public Works.
- O. Purchase Amount: the dollar amount approved by the County Administrator, or designee, offered to an Owner for the County's purchase of the Flooded Property, which amount shall be no greater than the Adjusted Appraisal Amount plus any Comparable Replacement Property Premium.
- P. Relocation Funding Advance: an amount no greater than \$5,000 provided to the Owner in advance of closing in order to assist the Owner in purchasing and moving to a replacement property
- Q. Resolution: the Resolution of Relief For Owners of Flooded Properties adopted by the Board on May 10, 2005, a copy of which is attached hereto as Appendix "A".
- R. Written Offer: the letter to an Owner from the County Administrator, or designee, containing the Purchase Amount offered for the County's purchase of the Flooded Property.
- S. Written Procedures: the uniform and clear written procedures developed and maintained by the County Administrator, or designee, for the acquisition and management of Flooded Properties in accordance with the Board's directives in this Policy.

### **Article 3: Responsible Departments**

- A. The County Administrator, or designee, shall be charged with the responsibility of developing and maintaining uniform and clear written procedures for the acquisition and management of Flooded Properties in accordance with the Board's directives in this Policy. (hereinafter the "Written Procedures").
- B. The Public Works Department (hereinafter "Public Works") shall be charged with the responsibility of assuring that the Flooded Properties are acquired and managed in accordance with the directives in this Policy and the Written Procedures;
- C. The County Attorney or his designee shall be charged with the following responsibilities:
  - 1. Determining the scope of the appraisal assignment and the form of the appraisal report to be prepared for use in the acquisition of Flooded Properties, unless such scope is otherwise established by the Board;
  - 2. Approving the legal sufficiency of any and all documents related to any transaction pursuant to this Policy; and
  - 3. Providing any necessary legal advice in the development and implementation of the Written Procedures.

### **Article 4: Directives for Implementation of Policy**

#### **A. Administration:**

- 1. Program Administrator: The Public Works Director shall assign an individual to act as the Program Administrator with direct oversight of the staff persons assigned to acquire and manage the Flooded Properties in accordance this Policy and the Written Procedures (hereinafter "Acquisition Agents").
- 2. Acquisition Consultant: If sufficient Public Works staff is not available to timely fulfill the intent of this Policy, the Director of Public Works may retain a qualified acquisition consultant to act on the County's behalf as Program Administrator and/or Acquisition Agents.

#### **B. Appraisals**

- 1. An appraisal of each Flooded Property shall be obtained from a licensed, state-certified appraiser with directions to the appraiser of the following scope of appraisal:
  - a. The Flooded Property shall be appraised under the assumption that the property is not located in a flood hazard area and has experienced no known flood events (hereinafter the "Appraisal Assumption");

- b. Notwithstanding the Appraisal Assumption, the appraiser's opinion of value shall accurately reflect the actual physical condition of the improvements as well as any other known conditions, except flooding, regarding the physical, legal, or economic characteristics of the Flooded Property;
- c. The appraiser shall strictly follow the guidelines in the Uniform Standards of Professional Appraisal Practice in making it clear to the reader of the appraisal that:
  - 1) the Owner has applied for flood relief under the County's Flooded Property Acquisition Program;
  - 2) the purpose of the appraisal is for use by the County in determining a purchase offer amount for the Flooded Property; and
  - 3) the appraiser's opinion of value assumes, as directed by the County, that the property is not located in a flood hazard area and has experienced no known flood events.
- d. The appraiser shall include in his report, for use by the Acquisition Agent, a list of comparable properties for sale in the same or similar neighborhood as that of the Flooded Property (hereinafter "Comparable Replacement Properties"). The list of Comparable Replacement Properties shall include such information as is sufficient for the Acquisition Agent to confirm the availability of the property for sale.

C. Duplication of Benefits

- 1. Upon the initial contact of the Owner, the Owner shall be requested to provide any and all information necessary to determine if the acquisition will result in any Duplication of Benefits, as that term is herein defined.
- 2. Such information shall be provided from the Owner in the form of a duly executed Affidavit of Owner(s) For Duplication of Benefits.

D. Comparable Replacement Property Analysis

- 1. Upon receipt of a Flooded Property appraisal, an analysis of the Comparable Replacement Properties included in the appraisal shall be completed to assist in the determination of a fair and reasonable amount to offer the Owner for the purchase of the Flooded Property.
- 2. The Comparable Replacement Property Analysis shall include a dollar amount in excess of the Adjusted Appraisal Amount which would be necessary to pay to the Owner at closing in order to provide the Owner with sufficient funds to purchase a Comparable Replacement Property (hereinafter the "Comparable Replacement Property Premium").

E. Purchase Offers

1. The County Administrator, or designee, shall be authorized to approve and execute any and all documents necessary to complete the acquisition of any Flooded Property for which the purchase amount is no greater than the Adjusted Appraisal Amount plus any Comparable Replacement Property Premium (hereinafter the "Purchase Amount").
2. Upon the approval of the Purchase Amount by the County Administrator, or designee, the Written Offer shall be delivered to the Owner, by hand delivery if feasible. The Written Offer shall explain that the purchase offer is made on a voluntary basis and that the County will not pursue condemnation proceedings if the Owner rejects the purchase offer.
3. The Owner shall be allowed 30 (thirty) after receipt of the Written Offer within which to accept or reject the Written Offer. Written Offers shall be deemed rejected if not accepted within 30 (thirty) days after the Owner's receipt of the Written Offer.
4. Upon an Owner's rejection of the Written Offer, written confirmation from the County shall be provided to the Owner, and the Owner's property shall thereafter be removed from any further consideration by the County for purchase as a Flooded Property.

F. Purchase Closings

1. Inspection and Possession of Flooded Property

a. Inspection

- 1) prior to closing, the Flooded Property shall be inspected to insure that all fixtures and other such real property items considered in the appraiser's opinion of value are found to be present and in the same condition as reflected in the appraisal on the date of value.
- 2) in the event such items have been found to be removed or destroyed, the closing shall not occur until such time as the items have been restored or until the purchase price has been adjusted to reflect the removal of such items.

b. Possession

- 1) no closing shall be completed until such time that the Owner has vacated the Flooded Property.
- 2) the Owner shall turn over possession of the Flooded Property to the County at closing.

c. Relocation Funding Advance

- 1) in accordance with the Board's findings and declarations as set forth in the Resolution, the County may provide funds to the Owner in advance of closing in the event the Owner is in need of such advance funds for assistance in purchasing and moving to a replacement property or otherwise vacating the Flooded Property prior to closing (hereinafter the "Relocation Funding Advance"); provided, however, that the Relocation Funding Advance shall be:
    - i) no greater than \$5,000;
    - ii) approved by the County Administrator, or designee;
    - iii) documented in writing and in a format which will allow such document to be recorded as a lien in the Official Records of Leon County; and
    - iv) paid to the County from the Owner's sale proceeds at closing.
  - 2) in the event the closing does not occur, for whatever reason, the Relocation Funding Advance shall be returned by the Owner to the County or, if not able to be returned, be recorded as a lien on the Flooded Property.
2. Title: the County's purchase of the Flooded Property shall be contingent on the following:
- a. The County, at its expense, shall obtain a title insurance commitment for the Flooded Property (hereinafter the "Commitment") issued by a title insurance company chosen at County's sole discretion (the "Title Company"), and upon Closing, an ALTA owner's title insurance policy shall be issued to the County, in the amount of the purchase price, for fee simple title subject to exceptions as stated below;
  - b. The Owner shall convey marketable title to the Flooded Property by General Warranty Deed subject only to (a) zoning, restrictions, prohibitions, and other limitations imposed by governmental authority; (b) restrictions and matters appearing on the plat or common to the subdivision, if any; (c) public utility easements of record; (d) property taxes for the year of Closing and subsequent years; and (e) any and all restrictions of record, exceptions, or other such matters as are set forth in the Commitment;
3. Closing Costs
- a. Any and all taxes and special assessments which are a lien upon the Flooded Property on or prior to the date of closing (except current ad valorem taxes which are not yet due and payable) shall be paid by the Owner. The Owner shall pay any and all current ad valorem taxes levied against the Flooded Property in accordance with Section 196.295, Florida Statutes, as may be amended from time to time.

- b. In accordance with the Board's findings and declarations as set forth in Resolution, the County shall pay all documentary stamp taxes and transfer taxes payable in connection with the conveyance of the Flooded Property, the cost to record the deed, the cost for title insurance, and the cost of any survey.
- c. The Owner shall be required to pay for the costs to cure any title or survey defects and for the cost of recording any documents to cure such defects.

G. Property Management After Closing

- 1. Upon the Owner's vacation of the Flooded Property, any and all keys to the Flooded Property shall be turned over to the County.
- 2. The Flooded Property shall be demolished, maintained, or otherwise managed as determined by the County Administrator, or designee.